

Introduction

This manual provides important information on campaign disclosure rules for four types of filers:

- Local candidates and officeholders who do not have a controlled committee;
- Local candidates and officeholders who have a controlled committee;
- Superior Court judges and candidates for Superior Court; and
- Local “primarily formed committees,” which means committees that support or oppose a local candidate or a group of local candidates all being voted upon in the same election and are **not** controlled by the candidate(s) or officeholder(s) they support.

This manual describes the state campaign finance and disclosure law that applies to local candidates and committees. Many cities and counties have also adopted local laws governing campaign finance and disclosure. Local candidates and committees should check with their local elections or ethics agency about contribution limits and other requirements to follow in their city or county elections.

State candidates and officeholders, their controlled committees, and committees primarily formed to support or oppose state candidates should refer to FPPC’s *Information Manual 1 for State Candidates, Their Controlled Committees, and Primarily Formed Committees for State Candidates*.

How to Use this Manual

California’s Political Reform Act (the “Act”) requires receipts and expenditures in election campaigns to be fully and truthfully disclosed. Since 1974, there have been over 200 amendments to the Act’s campaign disclosure provisions. This manual has been prepared to assist candidates and primarily

formed committees to comply with the Act’s numerous and often-detailed rules. It is written in a “user friendly” format so that candidates and committees, especially those with small budgets, have a resource guide. It is organized by subject matter and addresses the most common issues of campaign disclosure for local elections.

Terminology

It may be helpful to review the definitions contained in Appendix 1 first to become familiar with the different terms used throughout the manual.

In addition, federal and state tax laws and other rules are applicable to California campaign committees. Telephone numbers and website addresses for the Federal Election Commission, Internal Revenue Service, California Franchise Tax Board, and the Federal Communications Commission are listed in Appendix 2.

Controlling Law

This manual summarizes key campaign disclosure laws, regulations, and Commission opinions and draws from years of FPPC staff advice interpreting them to assist candidates and committees in complying with the Act. Each campaign is different, however, and may raise issues not discussed in this manual. If there are any discrepancies between the manual and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control.

Need Help?

If you need assistance, the Fair Political Practices Commission has a toll-free advice line:

1-866-ASK-FPPC
(1-866-275-3772)

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FPPC employees are available Monday through Friday to help you. In addition, the FPPC website (www.fppc.ca.gov) contains forms, manuals, and a wealth of other helpful information.

See Appendix 2 for more details.

Candidates and committee treasurers are encouraged to become familiar with all of the disclosure requirements and FPPC forms. However, many local candidates and committees raise and spend money only in connection with a particular election and then terminate their filing obligations. These candidates and committees are likely to file only a few of the FPPC's many campaign

forms. Charts identifying these forms are provided below.

The first chart lists the forms that are generally required of those candidates who raise and spend money only in connection with their own election. The first column lists the forms required of candidates who spend less than \$1,000 in a calendar year. The second column lists the forms required from candidates spending over \$1,000 in a calendar year. The second chart addresses the five forms filed by a primarily formed committee for a local candidate.

Be sure to review Chapter 7 for other reports that may be required.

Local Candidates

Candidates Who Spend less than \$1,000	Candidates Who Spend \$1,000 or more
Candidate Intention (Form 501)	Candidate Intention (Form 501)
Officeholder/Candidate (Form 470) Campaign Statement-Short Form	Statement of Organization (Form 410)
	Recipient Committee Campaign (Form 460) Statement
	Late Contribution Report (Form 497)

Primarily Formed Committees for Local Candidates

Statement of Organization (Form 410)
Recipient Committee Campaign Statement (Form 460)
Supplemental Independent Expenditure Report (Form 465)
Late Independent Expenditure Report (Form 496)
Late Contribution Report (Form 497)